



Civic Plaza - City of Albuquerque

In this Issue:

Open Enrollment
VSP
Flexible Medical Spending
Convention Center
Employee Self-Service (ESS)
Sensitive Teeth
Healthy Weight Academy
Presbyterian Gym Benefit



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CABQ Insurance & Benefits

BRINGING BENEFITS TO YOU!

NEW OPEN ENROLLMENT NEWS

This year's Open Enrollment begins May 15, 2017, through June 2, 2017. During this time we will be in different locations to help employee's understand their benefits. Health Screenings will be held at a couple of locations. Employees wanting to make changes to their benefits, or enroll in FSA, must do so through PeopleSoft's Employee Self Service (ESS). Vendors will be at various locations. All the information is included in the Open Enrollment packet mailed to all City Employees. The Open Enrollment Book is available on-line.

Screenings will be at:

- Convention Center West Complex-Taos Room - May 17, 2017, from 7:00am to 2:00pm
- Pino Yard - May 18, 2017, from 7:00am to 11:00am and 12:00pm to 3:30pm
- Pino Yard on May 23, 2017, 7:00am to 11:00am and 12:00pm to 3:30pm.

VSP BENEFIT ENHANCEMENT!

New this year, frame allowance has increased to \$140.00 every other year and contact lenses allowance is now \$130.00! Remember, an annual routine eye exam is only a \$10.00 copay when you use a participating VSP provider. Even if you don't wear glasses or contact lenses, having a routine eye exam can detect medical conditions such as; Diabetes, Hypertension, Autoimmune disorders, High cholesterol, Thyroid disease, and Tumors. See page 22 in the City of Albuquerque Group Benefits book for more information about this great benefit.

FLEXIBLE MEDICAL SPENDING

NEW!!! The annual pledge amount has been increased. Employees may now enroll for a minimum of \$260 and a new maximum of **\$2,600**. Employees still have the ability to keep up to \$500 "rollover" from one Fiscal Year to the next. If you have any funds that will "rollover", those funds will be available for use in October. You do not have to re-enroll just to use the "rollover" funds. BASIC allows claims to be made 90 days after the end of the Fiscal Year for charges incurred by June 30.

However, if you wish to continue your Flexible Medical Spending account, you must re-enroll for the amount you wish to utilize in Fiscal Year 2018. As a reminder, the Fiscal Year runs July 1, 2017, through June 30, 2018. It is important to save your receipts for co-pays, deductibles, dental and vision care. BASIC may request a copy of those receipts. For your convenience, download the BASIC App. It makes it simple to upload any requested receipts by simply taking a picture with your smart phone. Visit your App Store for iPhone users or Android Market for android users and search for "Benefits by BASIC". Before you begin, please ensure you have activated your account access at the Employee Portal Website: <https://basic.lh1ondemand.com>

MAY 17TH OPEN ENROLLMENT MEETING - CONVENTION CENTER

All employees are allowed two hours to attend the Open Enrollment Meeting at the Convention Center, with supervisors approval. All employees and dependents are welcome! Parking is also free in the Convention Center when you present the parking voucher. The Parking voucher will be included in the Open Enrollment packet mailed to all City Employees.

Contact Information



@cabqbenefits

Tel: 505-768-3758

E-mail:

employeebenefits@cabq.gov

**We are on the
Web!
www.cabq.gov**



EMPLOYEE SELF-SERVICE (ESS)

When making changes during Open Enrollment in ESS, please be aware of the following:

1. You must continue through the entire process in ESS by using the **Next ▶** button on the top right of the page.
2. If enrolling someone for the first time, you must upload the "proof of relationship". For example a marriage certificate for a spouse or birth certificate for a child.
3. You must click on the **Submit** button at the bottom of the page.
4. A l s o **Submit** on the following page to finalize your choices.
5. If you would like to review your enrollment, you must wait at least 24 hours for the submission to be finalized by the Insurance & Benefits staff.
6. Then you can log-in to ESS, click on your **Benefits Summary** link, change the date to 7/1/2017, click **Go** and you will be able to see your new Open Enrollment elections. **DO NOT BEGIN YOUR ENROLLMENT AGAIN....THIS MAY CAUSE YOUR BENEFIT CHANGES TO BE CANCELLED!!**

If you need assistance in the enrollment process, the Insurance & Benefits office is open M-F 8am-5pm or contact us at 768-3758. You may also visit the Open Enrollment meeting on June 2, 2017, in the Public Service University. Staff will be available in the computer lab from 10am - 1pm.

Benefits Summary

To view your benefits as of another date, enter the date and select Go.

03/31/2017 **Go**

Benefits Summary		
Type of Benefit	Plan Description	Coverage or Participation
Medical	Presbyterian Family with Gym	Employee + Child(ren)

SENSITIVE TEETH?

An estimated one in eight people suffer from tooth hypersensitivity. Perhaps use a toothpaste specifically designed for people with sensitive teeth, for at least a month or two. These products help by filling up the nerve-ending tubules and blocking them from irritation, and are stamped with the American Dental Association's seal of acceptance. Also be sure to use a brush with soft, supple bristles.

 **DELTA DENTAL**

HEALTHY WEIGHT ACADEMY JUNE 8, 2017

City employees and family members are invited to attend the Healthy Weight Academy on Thursday, June 8 at the Albuquerque Museum in Old Town. The Academy includes a cooking demonstration and a delicious meal for participants. Choose one class: 11am to 1pm -or- 3pm to 5pm.

Topics include weight loss basics and guidance for a non-diet approach to eating healthfully. All participants will receive the book Intuitive Eating. Registration is required and limited to 230 attendees so register now – no cost! Registration will close when full.

Two hours of Paid Leave-Other are approved for City employees to attend one session with prior approval from their supervisors.

Register at: <https://www.research.net/r/HWA2017CABO>



PRESBYTERIAN GYM BENEFIT - GREAT NEWS!!!

The Presbyterian Gym membership benefit allows city employees who have selected the benefit to go to any fitness facility in the Healthways Prime Network, and it does not limit you to one location. You and any dependent over the age of 18 who are enrolled in the medical plan with gym option are eligible for the gym membership.

The only time you may enroll or dis-enroll in the medical plan with gym is during Open Enrollment. Open Enrollment begins May 15, 2017, and ends June 2, 2017. If you choose to enroll in the gym benefit, you will not be able to change your election until the next open enrollment period.

To find a gym near work or home, go to:

Phcprime.healthways.com